Privacy Policy

This privacy policy sets out how Cornerstones Nursery uses and protects any information that you give when you use this website.

Cornerstones Nursery is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Cornerstones Nursery may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 24th May 2018.

**What We May Collect**

We may collect the following information:

* Personal details
* Family details
* Contact information including email address
* GP contact details
* Lifestyle and social circumstances
* Images of children’s progress
* Financial information
* Employment details
* Other information relevant to customer surveys

We also process sensitive information that may include:

* Physical or mental details
* Racial or ethnic origin
* Religious or other beliefs

**What We May Do With The Information We Gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

* Internal record keeping.
* We may use the information to improve our products and services.
* We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
* From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone or mail. We may use the information to customise the website according to your interests.
* Unless requested to do so we will hold this information on our database until all our obligations are met.

**Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

**How We Use Cookies**

We do not use cookies

**Links To Other Websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

**Controlling Your Personal Information**

You may choose to restrict the collection or use of your personal information in the following ways:

* Whenever you are asked to fill in a form on the website, please make a note in the form that you do not want the information to be used by anybody for direct marketing purposes
* If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at contact@cornerstonesnursery.com

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We will not use your personal information to send you promotional information about third parties.

We sometimes need to share the personal information we process with the individuals themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of Data Protection law and General Data Protection Regulations (GDPR). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:
• family, associates and representatives of the person whose personal data we are processing
• healthcare, social and welfare advisers or practitioners
• financial organisations and professional advisers
• credit reference agencies, debt collection and tracing agencies
• education departments, educators and examining bodies

• current, past or prospective employers
• employment and recruitment agencies
• schools
• local and central government
• persons making an enquiry or complaint
• suppliers
• law enforcement agencies
• service providers

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Cornerstones Nursery, Loon Brae House, Ashgrove Road, Blairgowrie, PH10 7BS. Our company registration number is SC461525.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

**ADDITIONAL INFORMATION**

Personal information is retained for the period necessary to fulfil our contracts and obligations for which personal information is required, and to comply with statutory and legal requirements and guidelines. Personal information is not transferred internationally.
Failure to provide relevant personal information may result in our inability to enter into a contract or agreement.